



The organization of choice in providing public works education, advocacy, expertise, and public awareness for its diverse community of members.

BOARD OF DIRECTORS MEETING MINUTES

Wenatchee Convention Center – Blossum Harvest Room

October 2, 2023

BOARD MEMBERS PRESENT:

Lauren Behm, President
Tara Olsen, Vice President
Jeff Brauns, Treasurer
Jim Rioux, Secretary
Scott Sawyer, Past President (arrived at 5:10 pm)
Donald Huling, Alternate Delegate
Angela Brady, Board Member 2022-2023
Karissa Witthuhn, Board Member 2022-2023
Jordan Ottow, Board Member 2022-2023
Charles Eaton, Board Member 2022-2023
Bill Preston, Board Member 2023-2024
Mary Heather Ames, Board Member 2023-2024
Leah Rohan, Board Member 2023-2024
Justin Matthews, Board Member 2023-2024

ABSENT BOARD MEMBERS PRESENT:

Mike Clark, Delegate

OTHERS PRESENT:

Linda Ayala, Conference Committee, Co-Chair
Darci Bell, Conference Committee, Co-Chair
Juel Lugo, Lilt
Bethany Maines, Lilt
Kristina Nelson, Region IX Director

CALL TO ORDER

- President Lauren Behm called the meeting to order at 4:00 PM.

APPROVAL OF AGENDA – LAUREN BEHM:

- Additions/Deletions
 - Lauren asked for a new business item to discuss inviting a national board member to our conferences.

MOTION: Approval of the agenda.

VOTE: Approval by a unanimous vote (14-0)

SECRETARY'S REPORT – JIM RIOUX

- Jim shared copies of minutes from the April 2023 Board Meeting.

MOTION: Approval of the minutes from the April 2023, Board Meeting

VOTE: Approval by a unanimous vote (14- 0)

TREASURER'S REPORT – JEFF BRAUNS

- Jeff provided an update of the chapter budget and distributed a copy of the report that he had e-mailed to board members.
- Jeff provided an update of the settlement that was reached regarding the issue of unauthorized image usage.
 - Jeff briefed the board on the copyrighted image that was published.
 - It was in a PowerPoint from a 2019 CAEC presentation.
 - We paid for rights to the image.
 - Juel – Do we want to put a disclaimer on our website?
 - Tara – I like the idea. We should also put something in our handbook, and on our speaker request forms.
 - Don – Don recently attended a conference on AI and organization liability. There is a lot of risk with open-source AI use. We may want to start putting together an AI policy.
 - Lauren – We should mention this issue to our committees.
- Contract approval authorization and compliance with bylaws
 - Contracts should only be signed by the President.
 - Others are signing them.
 - Linda mentioned that we get our direction from National.
 - Lauren – The President is the only one that can sign a contract.
 - Discussion about default to another board officer when the President is not available. Decision is to default to Vice President and route to the President.
 - Lauren - Should we create a folder for contracts?
 - Jeff will create a sub folder for contracts under Chapter docs. All officers have access to this.
- Credit Card usage – new policy/guidelines. Should not be used for over \$1,000.00.
 - Linda stated that \$1,000.00 is too small for what we need to do for Conferences.
 - Look for policy - Don knows Debbie wrote one.
 - Jeff will look for it.
- NWPWI going great.
 - Leadership had 34 attendees.

Motion – Approval of the Treasurer's Report

VOTE: Approval by a unanimous vote (14- 0)

VICE PRESIDENTS REPORT – TARA OLSEN

- #iampublicworks and Golden Hard Hat award update
 - Tara reminded us that #iampublicworks is our Social media tool.
 - It is getting very good use.
 - On Thursday we will present the next Golden Hard Hat award.
- Committee Handbook update
 - It's not on the website any longer.
 - Karissa has a copy and will send.

PRESIDENTS REPORT – LAUREN BEHM

- New Committee Chair/Co-chair Approval
 - Lauren approved new co-chairs for the Membership Committee – Jen Saugen; Dawn Fletcher
- Methods for covering credit card costs.
 - Lauren asked what we could do to recoup?
 - Sponsors have choice of invoice or credit card.
 - Linda – Collecting by invoice starts to be an issue of chasing down payment.
 - Linda thinks we should look at what we are getting for the fee.
 - The board discussed adding the cost to charges paid for with credit cards. The group landed on looking into a “opt in” opportunity.
 - Linda will talk with Erin about this.
 - We will discuss this further at the January meeting.
- Group photo – Lauren asked that we all meet on Thursday for a board photo. Wear board vest and show up after lunch.
- Student attendance at conference
 - Scholarship winner and another student will attend and be sitting with Lauren at lunch on Thursday. Come and say hello!

PAST PRESIDENTS REPORT – SCOTT SAWYER

- Nothing to report.

DELEGATES REPORT – MIKE CLARK & DON HULING

- PWX in San Diego Debrief
 - Washington Accepted the PACE Award- 21st
 - Council of chapters meeting
 - Focus groups on the following topics.
 - Membership
 - Engaging young professional post covid
 - New National Strategic plan (looks a lot like the old one and Ours)
 - APWA membership now over 32,000 members
 - APWA website rollout is an absolute disaster.



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- National staff is working on the issues.
- Hired consultants
- APWA National is rolling out a new concierge service.
 - One email address for all questions to national
 - Meant to help expedite and track responses.
 - Contracts review
 - Generates tickets for tracking
- Council of Chapters Winter Meeting
 - Has always been in Kansas City in the winter.
 - This year will be regional meetings instead of one large Kansas City meeting.
 - Region IX has decided to join with region VIII.
 - Meeting to be in Las Vegas Feb. 22-23, 2024.
 - No change to cost for Delegate and alt delegate.
 - Option for the president of each chapter to attend if chapter chooses to fund the cost of flight and hotel.
 - Don is asking about additional people. Costs would be flight and lodging.
 - Discussion on adding others. Lauren and Tara stated that it is always good to network and learn.
 - Jim mentioned that it is important to have a strong presence at these events.
 - The board recommended a budget amendment to allow the President and Vice President to attend. The estimated cost is \$3,000.

MOTION: Approval of an amendment to the budget to pay travel and registration costs for the chapter president and vice president to attend the regional Council of Chapters meeting.

VOTE: Approval by a unanimous vote (15-0)

Note: Scott Sawyer arrived during Delegate Report

BOARD MEMBER REPORTS

- Tara –
 - New history book is out.
 - John Carpita asked what we should do about distributing PDF copies?
 - Costs \$250 to create.
 - Lauren – Make it free.
 - Bethany – We should require people who download to submit basic information.
 - Juel – Did we get audio book? Yes. Would people listen to it as podcast. Yes!
 - Younger members presenting on Thursday.
- Leah
 - We have co-chairs for the Membership Committee. They are planning a meeting.
- Chuck
 - We are launching having first timers and buddy stickers on badges.
 - First timer breakfast will be held tomorrow – 34 registered.



- We have a sponsor KPG PSOMAS
- Karrisa
 - Division 1 met for the first time in three years.
- Justin
 - MPAC looking for new blood - Need new co-chair.
 - Student outreach could use new outreach.
 - 6 event tickets to raffle off at the vendor social.
- Darci
 - Need MC or two for lip sync event.
 - Scott Sawyer volunteered.
- Bill
 - Technology –
 - Drone rodeo will be held tomorrow.
 - Timing not good, relative to other events going on at the same time.
 - Asset Management
 - Not moving
 - City Engineer Forum
 - The group that met to discuss this new committee asked about deliverables for the committee.
 - Some felt that it does not feel like a committee.
 - There was some discussion about holding a special event for members that are County Engineers.
 - Lauren - APWA would be happy to advertise and support event.
 - Need more time at the conference. Probably 90 minutes.
- Jordan
 - Maintenance Committee - Roadeo is ready to go.
 - This group has really rebounded since the pandemic.
 - Discussion about encouraging member to run for the board.
- Jim –
 - GAC Transition of new chair
 - 2024 Legislative Agenda will be late.
 - Web tools on hold
- Mary Heather
 - CM going well. The committee is meeting tomorrow.

OLD BUSINESS

- Board Member Elections Results
 - Jim shared the following results of the 2023 Election of Chapter Board of Directors

Incoming 2024-2025 Board Members

- Mike Helgeson, Assistant Public Works Director, City of Ellensburg



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- Dan Ireland, PE, Wenatchee Office Principal, SCJ Alliance
- Stephanie Forman, PE, CEO / Project Manager, Forman Consulting Services
- Sara Meilandt, Assistant Vice President PM/CM, Senior Construction Engineer, WSP USA

- Secretary 2024 - Caroline Barlow, PE, Interim CMOM Program Manager, Seattle Public Utilities

Confirmation Voting Board of Directors 2024

- President - Tara Olsen, PE, Assistant Vice President, WSP USA
- Vice-President - Jeff Brauns PE, Public Works Director, City of Newcastle
- Treasurer - Jim Rioux, Project Manager, Public Works Engineering, City of Olympia

GOOD OF THE ORDER

- No items.

NEW BUSINESS

- No items.

FUTURE CONFERENCES

Tara Olsen – 2024

- Spring – Vancouver, April 9-12
- Fall – Kennewick, TBD (under negotiation)

Jeff Brauns – 2025

- Spring – Tacoma, April 22-25 (under negotiation)
- Fall – Yakima, TBD (under negotiation)

Jim Rioux – 2026

- Spring – Vancouver, TBD (under negotiation)
- Fall – Spokane, TBD (under negotiation)

NEXT BOARD MEETING

- January 10, 2024, 4pm- 6pm Skamania Lodge, Stevenson, Washington

ADJOURNMENT

- The meeting was adjourned at 6:15 PM.